

Set-up/Take Down/Clean-Up Requirements & Checklist

The premises shall be left in the same condition and repair as existed prior to the event. The User shall set-up/take down/clean-up tables, chairs, decorations and any other additional equipment prior to, during and after the event.

User Responsibilities:

- _____ Table paper/cover to be removed and put into garbage bags.
- _____ Tables wiped off.
- _____ Chairs brushed off.
- _____ Tables and Chairs returned to storage area.
- _____ Large wet spills washed.
- _____ Garbage picked up from all areas used (including washrooms) put in bags, tied and put in outdoor (North) garbage bin.
- _____ All lights must be turned off.
- _____ Please check all doors to ensure they are closed and properly locked. *Please make sure that the panic bars on doors are not locked on the open positions.*
- _____ If using the public addressing system, please make sure all equipment is put away properly, and power is shut off.

All areas used MUST be cleaned to pre-rental condition to avoid extra cleaning charges.

Kitchen Responsibilities of the Renter/User or Caterer:

- _____ Clean all counters.
- _____ All dishes must be washed and put away.
- _____ Warmer/microwave oven cleaned.
- _____ Coffee urns must be washed.
- _____ Cooler cleaned and unplugged
- _____ Kitchen floors swept and washed.
- _____ Garbage picked up, put in bags, tied & put in outdoor bins.
- _____ All food and liquor must be removed immediately upon completion of the event or rental.

Please leave the kitchen in a clean, sanitary state.

Kitchen items belong to the Community Centre are not to leave the facility. Please supply your own containers to pack up left-over food. The Janitorial staff will take an inventory after each function. Any items missing from the Community Centre that are not returned will result in replacement charges being assessed to the rental of the facility for that function.

NOTE: A minimum charge of \$25.00 per hour will be charges as a cleaning fee:

- If the User/Caterer leaves the kitchen in an unacceptable manner.
- If the Renter leaves rental area in an unacceptable manner.

PLEASE LEAVE IN THE COMMUNITY CENTRE KITCHEN